

STATE OF GEORGIA
PROPOSED RECORDS RETENTION SCHEDULE

<i>This data to be entered by the Records Retention Program</i>	Sheet:	<u>1</u> of <u>2</u>
	Agency Code:	0422
	Schedule #:	2001-0011
	Effective Date:	02/09/2001

Creating

Office: Criminal Justice Coordinating Council (CJCC), GA Crime Victims
Compensation Program, 503 Oak Place, Suite 540, Atlanta GA 30349

Jurisdiction(s)

Application **New:** New
Type: **Amend:**

Series Title: Crime Victims Compensation Claims Files [Comp Claims]

Dates of
Series: 1991 through Ongoing

Access: Open

Function Per authority O.C.G.A. § 17-15-1, the General Assembly has established a
Documented: program to assist victims of violent crimes who have sustained physical
injuries. The victims can apply for assistance for medical, funeral and
counseling expenses and economic support. The program is administered by
the Criminal Justice Coordinating Council.

Consists of: Documents relating to the application claim for financial assistance to
claimants and/or service providers. Included in the files are applications, bills
from service providers, law enforcement reports, criminal history, all
correspondence, copies of warrants for payment, check copies, reports and
statistics regarding victims programs, meetings and training.

Arrangement: Chronologically by year, then chronologically by date application received
(given a claim number), then by Victim's name (which is not alphabetical).

Indexed by: Computer indexed in Claims Management Information System (CMIS) by claim
number (can be referenced by any field located on the application itself).

Retention Requirement: Ten (10) years

State Law or Regulation: 0

Federal Law or Regulation: Three (3) years 28 CFR Ch. 1 § 66.42(c), or until completion
of any audit, litigation, claim, negotiation or other action and
resolution of all issues which arise from it, whichever is later.

Audit Period: 0

Administrative Need: 10 years

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Standard
Cutoff Event: Cut off file upon a final decision (awarded or denied) at the end of each fiscal year.

Total
Retention: Temporary Record - Ten (10) years

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by: L. Gale Buckner (SW) Director 04/02/01
Agency Head, or Designee (type name and title here) Date

Concur: Shawanda Reynolds BB Division Director 04/02/01
Creating Office Administrator (type name and title here) Date

Submitted by: Shianne Williams Dep. Dir. 04/02/01
Records Management Officer (type name and title here) Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed: David Carmicheal 4/3/01
David Carmicheal, Secretary of State Designee Date